

# Compliance Standards & Indicators

## Document F Transfer Students

Transfers from Another Missouri Agency—Use Sections 1, 2 and 3  
SP IV

Transfers from Another State—Use Sections 1, 2, and 4

Legal Requirement	Indicator	Data Source
<b>SECTION 1: PROCEDURES APPLICABLE TO <u>ALL</u> TRANSFERS</b>		
<b>100000</b> <b>Access sheet:</b> <b>300.563</b> <b>FERPA 99.32(a), (1.2)</b>	Access sheet includes the following: <ul style="list-style-type: none"> <li>Name(s) of person(s) accessing file.</li> <li>Date(s) file reviewed.</li> <li>Purpose(s) of review(s).</li> </ul> <p>NOTE: FERPA regulations do not require authorized agency/district staff who access the student's file to sign.</p>	Student file
<b>100100</b> <b>Enrollment date:</b>	Documentation indicates <ul style="list-style-type: none"> <li>The date (m/d/y) the child enrolled in the agency.</li> </ul>	Agency records and student file
<b>100300</b> <b>Request for records:</b>  <b>FERPA 99.31 (a), (2)</b> <b>Section 167.020 RSMo.</b>	Agency requests records. Documentation includes: <ul style="list-style-type: none"> <li>Date (m/d/y) agency requested records.</li> <li>A specific listing of records requested (e.g., evaluation report and IEP).</li> <li>Date(s) (m/d/y) agency received records.</li> </ul> <p><b>NOTE 1:</b> Even though the parent provides copies of records upon enrollment, Missouri's Safe Schools Act requires receiving school districts to request records within two (2) business days of enrollment. Sending Missouri districts are required to send records within five (5) business days of receiving a request for records.</p> <p>If <b><u>NO</u></b> records received at enrollment, proceed to Section 2 of this document.</p> <p>If evaluation report <b><u>IS</u></b> received at enrollment:</p> <p>For transfers from <b><u>another Missouri agency</u></b>, proceed to Section 3 of this document.</p> <p>For transfers from <b><u>another state</u></b>, proceed to Section 4 of this document.</p> <p><b>NOTE 2:</b> An educational agency or institution may disclose personally identifiable information from an education record of a student without consent if the disclosure is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll. See Document A, Indicators 103500 – 103700 for specific information pertaining to release of information.</p>	Agency records and student file

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<b>100310 SECTION 2: PROCEDURES FOR <u>ALL</u> TRANSFERS WHEN <u>NO</u> EVALUATION REPORT RECEIVED AT ENROLLMENT-- INTERVIEWS, AND IEP</b>		
<b>100400</b> <b>Interviews:</b> <i>N/A when evaluation report is obtained prior to or upon enrollment</i>	<p>When <b><u>NO</u></b> evaluation report is received at enrollment but where there is a known or suspected disability (e.g. when only IEP received, parent indicates child is in special education, obvious disability, etc.), documentation indicates the receiving agency contacted and interviewed officials of the sending agency immediately, upon enrollment. In addition, the agency may interview the parent/guardian and/or student, when appropriate. Interview documentation includes:</p> <ul style="list-style-type: none"> <li>• Date of interview (m/d/y).</li> <li>• Name(s) and role(s) of individuals interviewed.</li> <li>• Information gained from interviews (e.g. assessment dates/results, eligibility determination/staffing date, special education and related services, and placement).</li> </ul>	Student file
<b>100500</b> <b>Interview information <u>NOT</u> sufficient:</b>	<p>When information gained through interviews <b><u>IS NOT</u></b> sufficient to justify placement in special education, documentation indicates:</p> <ul style="list-style-type: none"> <li>• Student placed in a regular education classroom.</li> <li>• Progress monitored.</li> <li>• Referral for comprehensive evaluation made if performance indicates a need.</li> </ul>	Student file
<b>OR</b>		

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<b>100600</b> <b>Interview information <u>IS</u> sufficient</b>	<p>When information gained through interviews <b><u>IS</u></b> sufficient to reasonably suspect that the student has a disability, , documentation indicates the IEP Team, upon review of <b><u>all</u></b> interview information, proceeded to:</p> <ul style="list-style-type: none"> <li>• Develop an IEP.</li> <li>• Determine placement.</li> </ul> <p><b>NOTE 1:</b> In situations when an IEP is developed based on interview information, if evaluation report is received within 30 days of enrollment:</p> <p>For transfers from another Missouri agency, go to Indicator 100900 of this document.</p> <p>For transfers from another state, go to Indicator 101700 of this document.</p> <p><b>NOTE 2:</b> Prior to implementing special education and related services, the IEP team <b><u>must</u></b> have developed an IEP.</p>	Student file
<b>100700</b> <b>Current evaluation report <u>NOT</u> received within 30 calendar days:</b>	<p>For a student with a known or suspected disability, when a current evaluation report <b><u>IS NOT</u></b> received within 30 calendar days of enrollment, documentation indicates:</p> <ul style="list-style-type: none"> <li>• Reevaluation procedures are initiated.</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• If child is found eligible, within 30 days of eligibility determination, an IEP team meeting held to review/revise the IEP.</li> <li>• IEP implemented until evaluation completed.</li> </ul> <p><b>NOTE 1:</b> Follow initial evaluation procedures (See Document B, Indicators 100400 - 102400). For eligibility criteria, see Documents G-1 through G-16 of the <i>Special Education Compliance Program Review Standards and Indicators</i>.</p>	Student file
<b>100800 SECTION 3: TRANSFERS FROM ANOTHER MISSOURI AGENCY</b>		
<b><u>EVALUATION REPORT</u></b> <b>100900:</b> <b>Evaluation report received and reviewed:</b>	<p>Upon receipt of the evaluation report, the agency reviewed it to determine whether to accept or reject it. Documentation indicates:</p> <ul style="list-style-type: none"> <li>• Date (m/d/y) evaluation report was received.</li> <li>• Date (m/d/y) evaluation report was reviewed.</li> </ul>	Student file

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	<ul style="list-style-type: none"> <li>Name(s) and role(s) of reviewers.</li> </ul> <p><b>NOTE:</b> The decision to accept or reject the evaluation report is an administrative decision and does not require the participation of the IEP team.</p>	
<b>101000</b> Agency <u>rejects</u> evaluation report:	Review of the evaluation report indicates information <b><u>IS NOT</u></b> sufficient for eligibility determination and/or <b><u>DOES NOT</u></b> meet compliance requirements. Documentation indicates: <ul style="list-style-type: none"> <li>Rejection of the evaluation report.</li> <li>Initiation of reevaluation procedures.</li> </ul> <p><b>NOTE 1:</b> For reevaluation procedures, see Document B, Indicators 103000 – 104200.</p> <p><b>NOTE 2:</b> In determining whether the child is eligible, the agency must apply Missouri eligibility criteria as stated in the <i>Special Education Compliance Program Reviews Standards and Indicators Manual</i> G documents; however, the team must also take into consideration any supports and services that the child has been or is presently receiving.</p>	Student file
<b>OR</b>		
<b>101100</b> Agency <u>accepts</u> evaluation report: <i>N/A when agency rejects evaluation report</i>	Review of the evaluation report indicates information <b><u>IS</u></b> sufficient for eligibility determination and contains <b><u>ALL</u></b> requirements for compliance. Documentation indicates: <ul style="list-style-type: none"> <li>Acceptance of evaluation report.</li> </ul>	Student file

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Legal Requirement	Indicator	Data Source
<b><u>IEP</u></b>  <b>101200</b> <b>No IEP received:</b>	<p>When an IEP <b><u>IS NOT</u></b> received, documentation indicates the IEP team met and</p> <ul style="list-style-type: none"> <li>IEP developed, if evaluation report <b><u>was</u></b> accepted.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>IEP developed for time of reevaluation, if evaluation report <b><u>was not</u></b> accepted.</li> <li>If child is found eligible, within 30 days of eligibility determination, an IEP team meeting held to review/revise the IEP.</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Placement determined in the least restrictive environment (LRE). See Document B, Indicator 109200.</li> </ul> <p><b>NOTE 1:</b> Parental consent for placement is not required when a child has been receiving special education services in another public agency under IDEA.</p>	Student file
<b>101300</b>  <b>IEP received and reviewed:</b>	<p>Upon receipt of the IEP, the agency reviewed the IEP. Documentation indicates:</p> <ul style="list-style-type: none"> <li>Date (m/d/y) IEP received.</li> <li>Date (m/d/y) IEP reviewed.</li> <li>Name(s) and roles of reviewer(s).</li> </ul> <p><b>NOTE:</b> The decision to accept or reject the IEP is an administrative decision and does not require the participation of the IEP team.</p>	Student file
<b>101400</b>  <b>Agency <u>accepts</u> the IEP</b>	<p>Review of the IEP indicates information <b><u>IS</u></b> sufficient to accept it. Documentation indicates:</p> <ul style="list-style-type: none"> <li>IEP accepted.</li> </ul> <p><b>NOTE:</b> Acceptance of the IEP means that it <b><u>can be</u></b> implemented as written without <b><u>any</u></b> revisions. If <b><u>any</u></b> parts of it are unacceptable, apply Indicator 101500 of this document.</p> <p><b>OR</b></p>	Student file

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Legal Requirement	Indicator	Data Source
<b>101500</b> Agency <u>rejects</u> the IEP:	Review of the IEP indicates information <b><u>IS NOT</u></b> sufficient to accept it. Documentation indicates IEP team met and <ul style="list-style-type: none"> <li>• IEP developed, if evaluation report accepted.</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• IEP developed for time of reevaluation, if evaluation report <b><u>not</u></b> accepted.</li> <li>• If child is found eligible, within 30 days of eligibility determination, an IEP team meeting held to review/revise the IEP.</li> </ul> <b>AND</b> Placement determined in the least restrictive environment (LRE). See Document B, Indicator 109200.	Student file
<b>101600 SECTION 4: TRANSFERS FROM ANOTHER STATE</b>		
<b><u>EVALUATION REPORT</u></b> <b>101700</b> Evaluation report received and reviewed:	Upon receipt of the evaluation report from the out-of-state agency, the Missouri agency reviews the report and documents the following: <ul style="list-style-type: none"> <li>• Date (m/d/y) evaluation report received.</li> <li>• Date (m/d/y) evaluation report reviewed.</li> <li>• Name(s) and role(s) of reviewers.</li> </ul> <p><b>NOTE:</b> The decision to accept or reject the evaluation report is an administrative decision and does not require the participation of the IEP team.</p>	Student file

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SP IV

Legal Requirement	Indicator	Data Source
<b>101800</b> <b>Agency <u>accepts</u> evaluation report and provides Written Notice:</b>	<p>Review of the evaluation report indicates information <b><u>IS</u></b> sufficient to find student eligible for special education services according to Missouri eligibility criteria. Documentation is present that the Missouri agency:</p> <ul style="list-style-type: none"> <li>Accepted the out-of-state evaluation report.</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Written Notice was provided to the parent that the Missouri agency accepted the eligibility determination documented in the evaluation report from the out-of-state agency.</li> </ul> <p><b>NOTE 1:</b> For eligibility criteria, see Documents G-1 through G-16 of the <i>Special Education Compliance Program Review Standards and Indicators</i>.</p> <p><b>NOTE 2:</b> For content of Written Notice, see Document A, Indicators 104200-104280.</p>	Student file, prior written notice
<b>OR</b>		
<b>101900</b> <b>Agency <u>rejects</u> the evaluation report, initiates evaluation procedures, and provides Written Notice:</b>	<p>Review of the evaluation report indicates information <b><u>IS NOT</u></b> sufficient to find student eligible for special education services according to Missouri eligibility criteria. Documentation is present that the Missouri agency:</p> <ul style="list-style-type: none"> <li>Rejected the out-of-state evaluation report.</li> <li>Initiated evaluation procedures.</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Provided Written Notice of intent to evaluate.</li> </ul> <p><b>NOTE 1:</b> For a child who has been evaluated, found eligible, and placed under IDEA, any subsequent evaluation is considered a reevaluation. For reevaluation procedures see Document B, Indicators 103000-104200.</p> <p><b>NOTE 2:</b> In determining whether the child is eligible, the agency must apply Missouri eligibility criteria as stated in the <i>Special Education Compliance Program Reviews Standards and Indicators Manual G</i> documents; however, the team must also take into consideration any supports and services that the child has been or is presently receiving.</p>	Student file, prior written notice

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<b><u>IEP</u></b> <b>102000</b> <b>IEP received and reviewed:</b>	<p>Upon receipt of the IEP from the out-of-state agency, the Missouri agency reviews and documents the following:</p> <ul style="list-style-type: none"> <li>• Date (m/d/y) IEP received.</li> <li>• Date (m/d/y) IEP reviewed.</li> <li>• Name(s) and role(s) of the reviewers.</li> </ul> <p><b>NOTE 1:</b> The decision to accept or reject the IEP is an administrative decision and does not require the participation of the IEP team.</p>	Student file
<b>102100</b> <b>Agency <u>accepts</u> the IEP and parent <u>indicates</u> satisfaction:</b>	<p>The agency determines the out-of-state IEP <b><u>IS</u></b> appropriate, contains all Missouri IEP requirements, and can be implemented as written. Documentation indicates:</p> <ul style="list-style-type: none"> <li>• Acceptance of the out-of-state IEP by the Missouri agency.</li> <li>• Parent indicated satisfaction with the IEP.</li> </ul> <p><b>NOTE 1:</b> Acceptance of the IEP means that it <b><u>can</u></b> be implemented as written <b><u>without any</u></b> revisions. If <b><u>any</u></b> parts of it are not accepted, apply Indicator 102200 of this document.</p> <p><b>NOTE 2:</b> Parental consent for placement <b><u>is not</u></b> required when a child has been receiving special education services in a public agency under IDEA.</p>	Student file



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<b>102110</b> Agency <u>accepts</u> the IEP and parent <u>does not</u> indicate satisfaction:	If parent <b><u>DID NOT</u></b> indicate satisfaction with the out-of-state IEP, documentation indicates an IEP meeting was held to: <ul style="list-style-type: none"> <li>Review/revise the IEP without undue delay, but not more than 30 days after the date the Missouri agency accepted the out-of-state evaluation report.</li> <li>Student placed in regular education until IEP developed.</li> </ul> <p><b>NOTE 1:</b> Acceptance of the IEP means that it <b><u>can</u></b> be implemented as written <b><u>without any</u></b> revisions. If <b><u>any</u></b> parts of it are unacceptable, apply Indicator 102200 of this document.</p> <p><b>NOTE 2:</b> Parental consent for placement <b><u>is not</u></b> required when a child has been receiving special education services in a public agency under IDEA.</p>	Student file
<b>OR</b>		
<b>102200</b> Agency <u>rejects</u> the IEP:	If the agency determines the out-of-state IEP <b><u>IS NOT</u></b> appropriate, <b><u>DOES NOT</u></b> contain <b><u>all</u></b> Missouri IEP requirements, <b><u>and/or CANNOT</u></b> be implemented as written. Documentation indicates an IEP meeting was held to: <ul style="list-style-type: none"> <li>Develop an IEP without undue delay, but not more than thirty (30) calendar days after the date the Missouri agency accepted the evaluation report from the previous state.</li> <li>Student placed in regular education until IEP developed.</li> </ul> <p><b>NOTE:</b> Parental consent for placement <b><u>is not</u></b> required when a child has been receiving special education services in a public agency under IDEA.</p>	Student file
<b>102300</b> <b><u>NO</u></b> IEP received, evaluation report received and <u>accepted</u> :	When the agency <u>accepts</u> the out-of-state evaluation report and eligibility determination, documentation indicates the IEP team proceeded to : <ul style="list-style-type: none"> <li>Develop an IEP without undue delay, but not more than thirty (30) calendar days after the Missouri agency accepted the evaluation report from the previous state.</li> <li>Student placed in regular education until IEP developed.</li> </ul>	Student file

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<b>OR</b>		
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<b>102400</b> <b><u>NO</u> IEP received, evaluation report received and <u>rejected</u>:</b>	<p>When the agency <b><u>rejects</u></b> the out-of-state evaluation report and eligibility determination, documentation indicates that during the evaluation period:</p> <ul style="list-style-type: none"><li>• the agency and parent <b><u>agreed</u></b> on an IEP and placement implemented.</li><li>• If child is found eligible, within 30 days of eligibility determination, an IEP team meeting held to review/revise the IEP.</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>• The agency and parent were <b><u>unable to agree</u></b> on an IEP and placement, and the child was placed in regular education during the evaluation.</li></ul>	
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